



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB SPECIALIST - CERTIFIED

Job Number: 20001041

Job Code: 47170V161016

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

As a Certified rehabilitation specialist, provides expert services to persons with disabilities in the development, coordination, instruction, implementation and monitoring of specialized vocational rehabilitation services, programs and/or activities, such as orientation and mobility, assistive technology, rehabilitation technology, job placement and development, supported employment etc. Serves as team leader in Certified field of expertise and is responsible for direction, oversight and for meeting the training objectives of the consumer and the rehabilitation program; and other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education with emphasis in vocational counseling or a related field.

EXPERIENCE:

See Special Requirements.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess at least one certification listed below. For additional information relating to certifications refer to web link. Certified

Rehabilitation Counselor (CRC) www.crccertification.com Orientation and Mobility Specialist (O&M) www.acvrep.org or www.aerbvi.org Certified Vocational Evaluator (CVE) <http://www.vewaa.com/profdev/Certification/certification.htm> Rehabilitation Engineer Technologist (RET) www.resna.org Certified Rehabilitation Drivers Specialist (CRDS) www.aded.net Association of Education and Rehabilitation of Blind and Visually Impaired (AER) www.acvrep.org National Library Service Braille Competency Certification <http://www.loc.gov/nls/bds/index.html> Certified Work Adjustment Vocational Evaluation Specialist (CWAVES) <http://www.vewaa.com/profdev/Certification/certification.htm> Licensed Clinical Social Worker (LCSW) <http://bsw.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

As a certified rehabilitation professional evaluates medical, psychological, vocational and other technical reports. Determines if specialized services can lead to employment. Assesses individual readiness for employment. Assesses needs for rehabilitation technology, orientation and mobility, work adjustment, ability to drive safely, etc. Modifies, enhances and fabricates rehabilitation technology devices to meet the individual needs of persons with significant disabilities. Serves on interdisciplinary teams to provide professional Certified input as to Individualized Plans for Employment. Serves as a team leader in determining whether the consumer can benefit from specialized vocational rehabilitation services in order to prepare for, enter into, engage in, or retain gainful employment. Develops individual training plans, with special emphasis on individuals with most severe disabilities, including vocational assessment, training, instruction, technical aids and devices, transportation and other necessary vocational rehabilitation services. Provides consumers and employers with information on accessibility, job analysis, reasonable accommodation, disability awareness, labor market information, Americans with Disabilities Act information, training opportunities and/or employability skills. Provides direct training to consumers and works in partnership with counselors to develop skills required for employment. Provides technical expertise to universities, employers and general public as to specialized skill area. Interprets and explains state and federal rules and regulations and agency policies to eligible individuals, families, attorneys, and community agencies. Serves as a resource for affirmative action programs for persons with disabilities. Maintains partnerships with private and public agencies, labor, and management personnel and provides information or resolution as needed. Assures job placement is consistent with the unique strengths, priorities, concerns, abilities, and capabilities of the eligible consumer. Assesses job requirements at work place, makes recommendations, installs equipment or technology and works directly on- site with consumer to ensure skills, technology, and services are in place for successful placement. Serves as a resource person for the community and other rehabilitation personnel. Serves as a mentor for Vocational Rehabilitation Program Assistants and Vocational Rehabilitation Specialist I and II. Monitors practicum and internship students in a specialist-training program. Assists in writing guidelines, department materials or policy. Serves on task forces and/or special teams for the local administrator or the Division Director.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.